MONITORING

User Manual for Electronic Monitoring Plans for Annual Emissions 2013-2020

Umwelt Bundes Amt
Für Mensch und Umwelt
D E H S t
Deutsche Emissionshandelsstelle

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1 INTRODUCTION

This manual serves aircraft operators as an instruction on the use of the recording software for preparing Monitoring Plans for Annual Emissions. This manual explains the process for collecting data and how to use the software.

The following symbols are used throughout this manual:

Note:

The “i” symbol indicates additional information that is not absolutely necessary for using the software..

Attention:

The “!” symbol indicates information that is particularly important in using the software.

2 BASICS OF USING THE APPLICATION

2.1 GENERAL

The software for preparing Monitoring Plans is based on a Forms Management System (FMS) and can be accessed via the Internet (https://www.formulare.dehst.de). The software can be used without being installed locally.

After logging onto the user interface, you can administer different Monitoring Plans in your personal area. Processing of a Monitoring Plan can be interrupted and continued at a later time. The data entered up to that point are stored centrally on a server to which DEHSt has no access. Further on the software gives the possibility to save different versions of the plan.

Attention:
You do not need to use the navigation bar of your Internet browser to use the software; under certain circumstances this can even result in loss of data. We thus recommend that you do not use this when entering data.

In some cases, the use of the FMS can cause deviations from the normal browser functions. These deviations are explained in Table 1.

Table 1: Deviations from normal browser functionality

Action	Remark
“Back”	It is not possible to return to the previously displayed page by clicking “Back”; the message “Attention: page is no longer valid” appears..
“Refresh”	Refreshing the page using the browser function “Refresh” reloads the last page displayed. Unsaved data can be lost!
Leaving the website	When leaving the website e.g. by entering another URL in the browser’s URL line, all unsaved data are lost. **Attention:** No warning or safety prompt is displayed before leaving the website!
Save	The “Save” function of the browser does not save the data of a Monitoring Plan. Entered data are only saved using the “Save dataset” icon Save

Action	Remark
“Print“	Printing using the browser command outputs the current view in the browser window. Use the icon in the application to print all forms.

2.2 SYSTEM PREREQUISITES

The application is delivered centrally via the Internet. You do not need to install any special software or updates. Only an Internet browser and a permanent Internet connection are necessary during data entry.

The default screen resolution is 1024 x 768 pixels. At lower screen resolutions the application is not displayed completely on the monitor.

2.2.1 Operating system and Internet browser

The application is independent of the operating system of the computer used, as it runs in an Internet browser.

The following browsers are suitable. Using the latest browser version is always advantageous.

- Internet Explorer
- Mozilla Firefox

Depending on the browser type and version, the display can vary slightly. This does not affect the function of the software.

2.2.2 Acrobat Reader

Acrobat Reader version 6.0 or higher is additionally needed to display and print PDF documents.

2.2.3 Email client

A readily usable email client is useful for notifying the recipient of editing rights. The following email clientsare suitable:

- Outlook
- Outlook Express
- Thunderbird

2.2.4 ZIP programme

The data in the form of a ZIP archive which need to be unpacked before reading. The following unpacking programmes are suitable:

- WinZip
- 7-zip
- Power Archiver
- Zip

2.2.5 Browser settings

Internet browsers can usually be configured to match personal user preferences. The setup options are different for each browser. The following describes which browser settings can affect the use of the software.

Cookies

Most browsers enable restrictions for writing cookies. Though it is not absolutely necessary to enable cookies, we recommend it. It is sufficient to enable cookies for the session.

Note:
Cookies are data that the server writes to the user's hard drive. The software only issues temporary cookies with a session ID. The server uses this ID to allocate each user his or her data. The cookie is deleted when the programme is terminated. If the use of cookies is not enabled, the session ID is appended to the URL. However, this process makes for somewhat lower data security.

JavaScript

Some functions of the software use JavaScript. If your browser does not support JavaScript or you have deactivated it, you cannot use these functions. These include the display of tooltips, information on missing or faulty form entries and automatic reloading of the page when selecting entries from selection lists. You can also initiate reloading of the page manually by clicking the "Check" icon

.

2.2.6 Firewalls

Firewalls are often used to prevent undesired access to one's own network. Personal firewalls can also be installed to protect individual computers. Make sure that the configuration of your firewall permits access of the software. Contact your system administrator.

Note:
Only the HTTPS protocol is used for communication between the Internet browser and the central server. Outgoing connections thus use port 443.

2.3 SECURITY

To ensure secure use of the application, the data you enter are transmitted in encrypted form using the HTTPS protocol. Additionally, you are allocated your own personal area when you create your user ID. Your data are saved to this protected area. Only you have the correct combination of user ID and password needed to access this area. To protect your data, do not reveal your user ID and password to other persons.

Attention:
We recommend locally backing up your own Monitoring Plans on a regular basis. The procedure is described in section 5.5.3.

3 PROCESS SEQUENCE AND USER ROLES

The operator generates a Monitoring Plan using the software. When the Monitoring Plan is complete the operator forwards it to the DEHSt via Virtual Post Office (VPS).

Figure 1 schematically diagrams the process sequence. Subsequent chapters describe these steps in greater detail. The color of the steps shows which tool should be used. For the blue steps, please use the FMS. For the green step, please use the VPS.

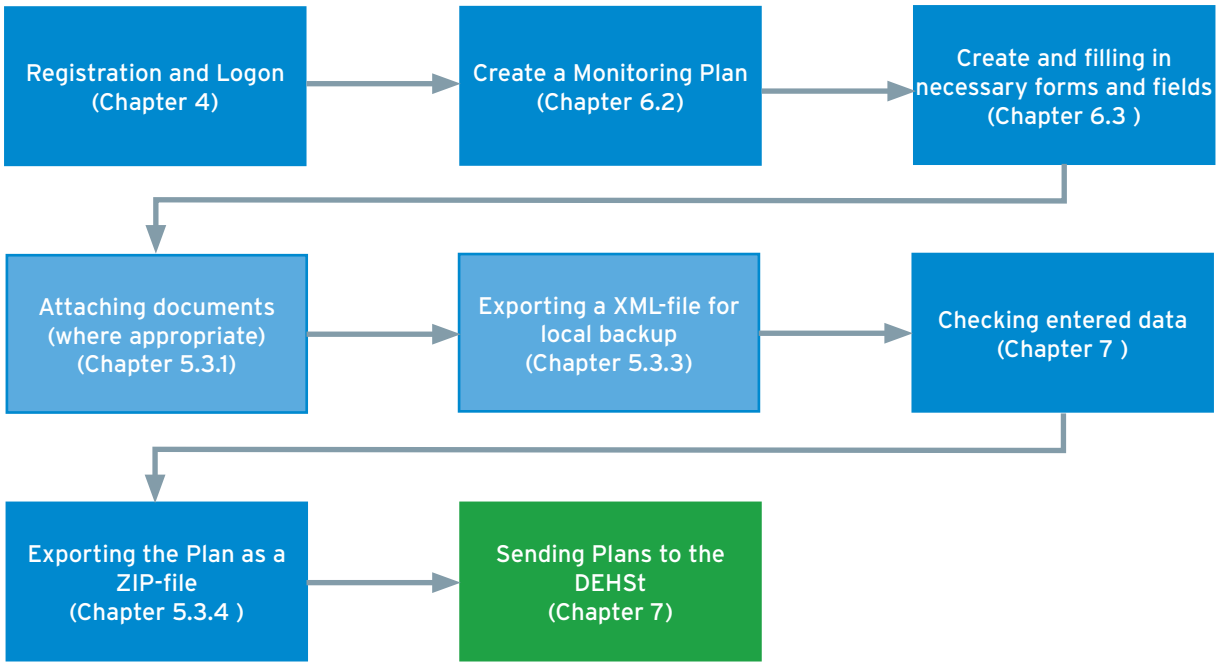


Figure 1: Process of creating Monitoring Plan

4 REGISTRATION, LOGON AND LOGOFF

4.1 REGISTRATION

The first steps in preparing Monitoring Plans are to register and log onto the system. There is a common user administration for all aviation applications. The user account must only be created once and is valid for all aviation applications (monitoring plans and reports). You can use the user administration to change your user data or generate a new password in case you have forgotten it.

Attention:
If you already have a user account for the "Annual Emissions Report" or "Tonne-Kilometre Data" monitoring plan applications, use this for the software for Monitoring Plans 2013-2020 as well.

4.1.1 Creating a user account

After you open your Internet browser and point it at the URL www.formulare.dehst.de the start page "Federal Environment Agency - German Emissions Trading Authority (DEHSt)" appears. Click the option Luftverkehr / Aviation to access the applications for aviation operators. The resulting page offers all forms for aviation. Choose "Monitoring Plans for Annual Emissions 2013-2020". This takes you to the Logon page for the selected software.

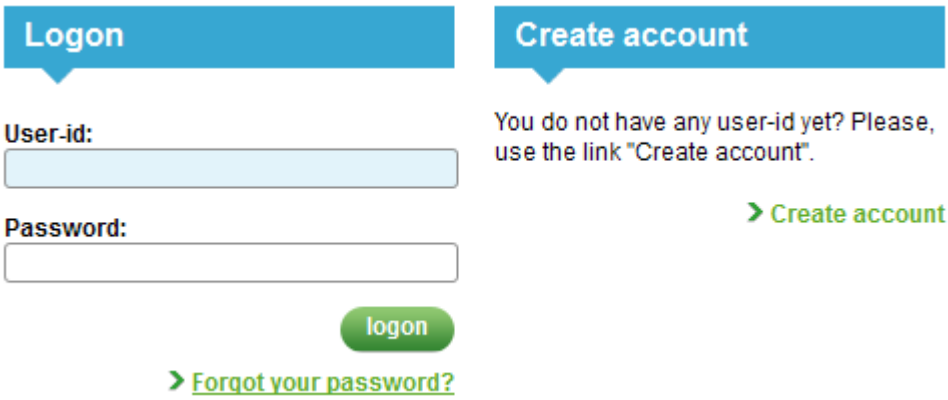


Figure 2: Registration and Logon

Clicking on Create account lets you create your own user ID. You need to have the following to create a user ID:

- A log-on name (user ID) of your own choice,
- a password,
- a valid email address and
- an alias of your own choice.

Note:
The alias is the unique identification feature within the FMS that is used when transferring the editing right (see also section 5.6). For reasons of security, the alias should not be the same as the logon name. Names are case-sensitive.

In the next form, “Configure User Account”, you must enter personal information such as your first name and surname. After you enter your user ID and alias, the system checks whether these already exist and thus cannot be assigned again. The password must be at least eight characters long and contain at least one special character and one numeral. Password entry is case-sensitive.

Choose between the user role “Operator“ and “Verifier“. But please note, the process of creating Monitoring Plans contains no task for verifiers. Correspondingly users with the role “verifier“ do not have any access to a Monitoring Plan.

In the event that you lose your password, you can request a message with a new password via the specified email address (see section 4.1.2). When transferring the right to edit a Monitoring Plan, the recipient can be informed of this transfer via the registered email address. Consequently, we recommend updating your email address if it should change.

If one of the mandatory fields is left blank during registration, an error message will be returned when you try to confirm your data, and the blank field is highlighted in red. You need to accept the Software Terms of Use in order to create your user account. To protect your Monitoring Plans, do not reveal your user ID and password to other persons.

After you confirm your data by clicking the Confirm data icon, the system confirms creation of a new user account by displaying the following message:

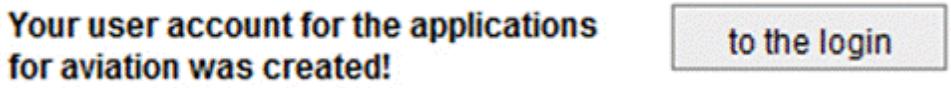


Figure 3: Create user account confirmation

You can exit the form “Create user account” by clicking the to the login icon. This takes you to the Login page for the software where you can log on with the user ID you just created.

To cancel the “Request account” process, click the Discard data icon.

Note:
Your new user ID is valid for all aviation applications.

4.1.2 Password forgotten

In case you have forgotten your password, click the icon Forgot your password? below the login field on the login page of the selected application to request a new one. The required steps are as follows:

- Clicking this icon takes you to a form where you are asked to enter your logon name and email address.
- Enter the data, then click the icon request.
- If your information is correct, this is confirmed by the message: “An email has been sent to the above address. Please check your mailbox!” The email sent to you contains a link that must be confirmed.
- It opens a form in your browser window in which you can enter a new password. Enter the new password and click save to confirm.
- You will receive a confirmation message in the current form: “Your password has been changed successfully!”
- Exit this form by clicking the icon in the toolbar. This takes you to the user administration start page; clicking on the option to the subject area "aviation" on this page takes you to the aviation applications.

4.1.3 Change user account

To make changes to your user account, you first need to log onto the data collection software. On the left side of the start page in the menu bar, you can see the option › Edit user account. After confirming this icon, you need to enter your user ID and password again to log onto the user administration. After editing your data, save it by clicking the icon in the toolbar or the icon confirm.

Clicking on the icon in the toolbar without saving cancels the process and takes you to the user administration start page. Click the Back to the application icon to return to the software.

4.1.4 Delete user account

To delete your user account, you first need to log onto the software. On the left side of the start page in the menu bar, you can see the option › Edit user account. You need to enter your user ID and password again to log onto the user administration.

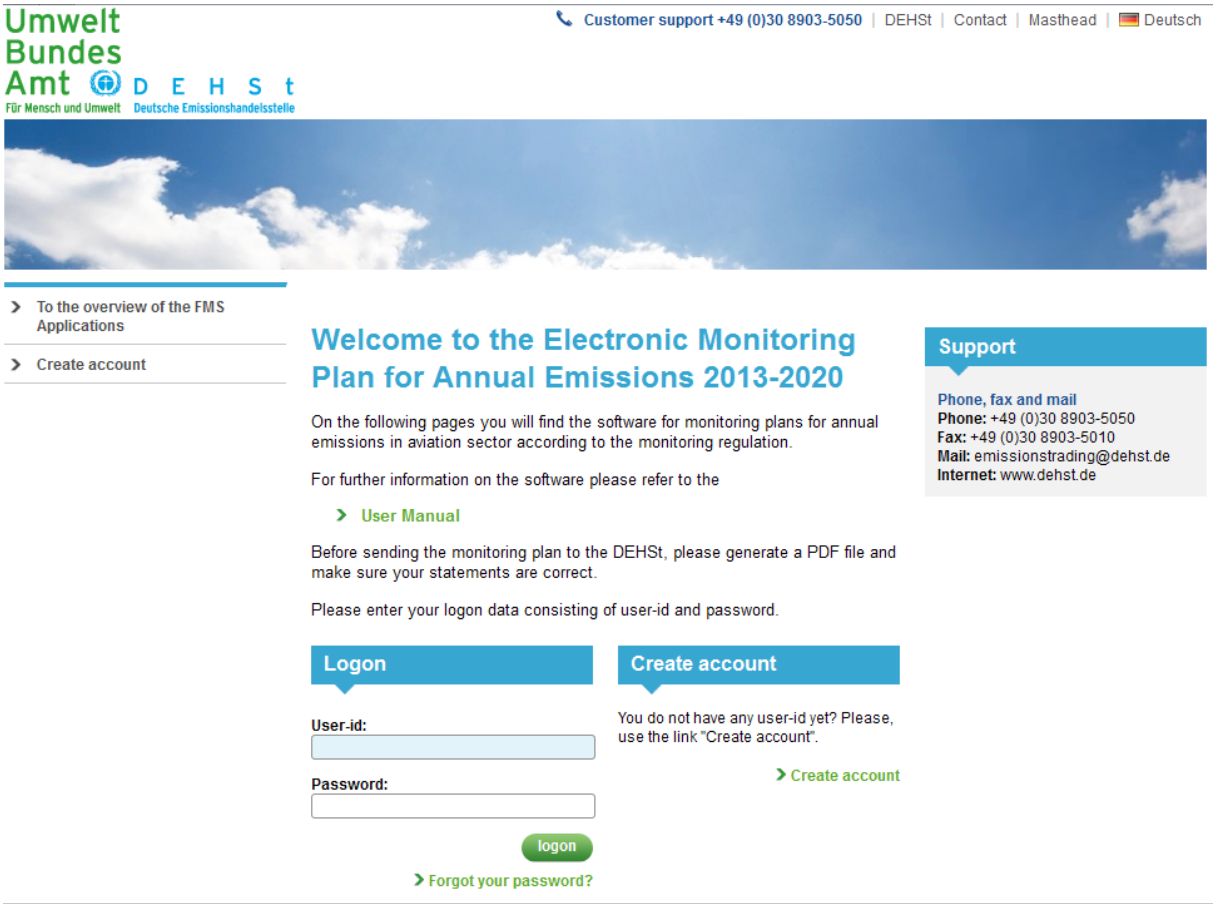
Alternatively, you can log on directly to Aviation User Administration.

You must first delete all Monitoring Plans you have prepared or return the editing right to the author of other Monitoring Plans before you can delete your access. Once you have met this condition, the “Change User Account” form will make the icon available in the toolbar. Click this icon to confirm the deletion process.

Note:
As your user ID is valid for multiple applications, no more reports or monitoring plans should exist in the data browsers of other applications when deleting.

4.2 LOGON AND LOGOFF

After you open your Internet browser and point it at the URL www.formulare.dehst.de the start page “Federal Environment Agency - German Emissions Trading Authority (DEHSt)” appears. Click the option Luftverkehr/Aviation to access the applications for aviation operators. The resulting page offers all forms for aviation. Choose “Monitoring Plans for Annual Emissions 2013-2020”. This takes you to the Logon page for the selected software.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Customer support +49 (0)30 8903-5050 | DEHSt | Contact | Masthead | Deutsch
To the overview of the FMS Applications
Create account
Welcome to the Electronic Monitoring Plan for Annual Emissions 2013-2020
On the following pages you will find the software for monitoring plans for annual emissions in aviation sector according to the monitoring regulation.
For further information on the software please refer to the
User Manual
Before sending the monitoring plan to the DEHSt, please generate a PDF file and make sure your statements are correct.
Please enter your logon data consisting of user-id and password.
Logon
User-id:
Password:
logon
Forgot your password?
Create account
You do not have any user-id yet? Please, use the link "Create account".
Create account
Support
Phone, fax and mail
Phone: +49 (0)30 8903-5050
Fax: +49 (0)30 8903-5010
Mail: emissionstrading@dehst.de
Internet: www.dehst.de

Figure 4: Logon page

The icon English allows you to choose the English language. You will find it in the right upper corner of your browser window.

Enter your user ID and password and then click the icon logon to go to the start page of the software.

If the password is entered incorrectly three times, your user account is blocked for 15 minutes. You can try again after this time has elapsed. If you have problems with the Login also after expiry of this time please consult the DEHSt customer service.

Note:

If the logon page is inactive for more than two minutes, the message, “The autentification was cancelled due to safety reasons. Please, try again!” appears, and you need to re-enter your data.

To log off of the software, click the option Logoff in the right upper corner.

5 USING THE APPLICATION

5.1 SELECTING THE LANGUAGE

The software supports communication with aviation operators in both German and English. By default, the application initially adopts your browser’s language setting. You can change the language both before and after logging on by clicking on one of the country flags for Germany and Britain. The icons are located at the upper right of the screen.

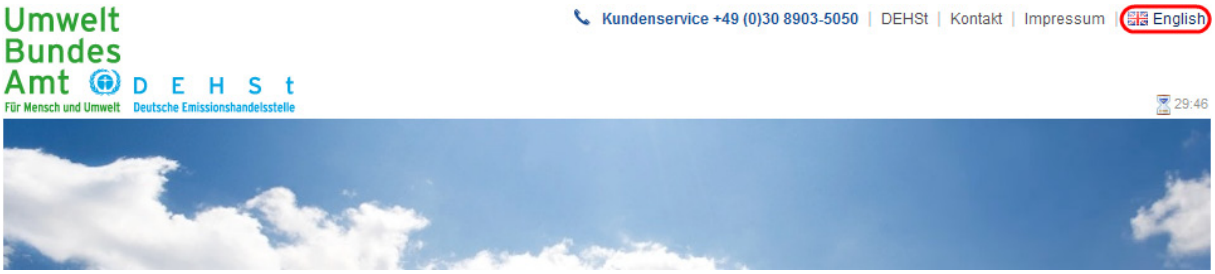


Figure 5: Selecting the language

You can change the language manually at any time as long as you are on one of the pages offered within the application in the left menu bar. The language can no longer be changed once you have created or imported a monitoring plan and you can access the forms.

5.2 STRUCTURE OF THE APPLICATION

After you launch your Internet browser and point it at the URL www.formulare.dehst.de, the start page "Federal Environment Agency - German Emissions Trading Authority (DEHSt)" appears. Click the option "Luftverkehr/Aviation" to access the applications for aviation operators. The resulting page offers all forms for aviation. Click one of the options in the menu bar on the left side of the window. This takes you to the Logon page for the selected software.

Here, you have the option of using an existing user account or creating your own user account by clicking on the icon Create account. You will find more information on how to create new user accounts in section 4.1. Enter your user ID and password in the appropriate fields and confirm this with the icon logon to access your personal area.

5.2.1 Start page

If you enter the data on the logon page correctly, you are taken to the Start page. Depending on the role you selected on registration, you - as an operator - can see a menu bar for creating, selecting and importing monitoring plans (see Figure 6).

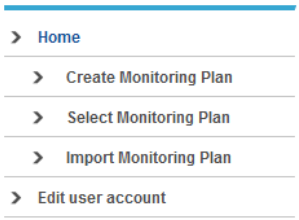


Figure 6: Menu bar

The left-hand menu bar lets you access a variety of software functions. The individual functions are explained in Table 2 below:

Table 1: Functions of the left hand menu bar

Menu option	Function/remarks
Home	The start page of the software appears after you log on. Here you can choose from several actions in the left-hand menu bar.
Create Monitoring Plan	A Monitoring Plan is created and opened.
Select Monitoring Plan	The menu option "Select Monitoring Plan" opens the data browser. It displays all Monitoring Plans that you can access. Select a plan to view or edit in the data browser.
Import Monitoring Plan	The menu option "Import Monitoring Plan" takes you to the "XML import" page. You can import a Monitoring Plan into the system by specifying the file path (location where the XML file is saved on your local computer)

Menu option	Function/remarks
> Edit user account	The menu option “Changing Logon data” lets you update your access and personal data if your email address has changed (see also section 4.1.3).

5.2.2 Data-Browser

Click the option > Select Monitoring Plan in the left-hand menu bar to access the data browser. The data browser lists all Monitoring Plans you have created and all Monitoring Plans for which you have an editing right in a table (see Figure 7). If you have not yet created, imported or received any Monitoring Plans for editing, no data are shown below the table header, and a corresponding message is displayed. Click the appropriate table row to edit the corresponding Monitoring Plan. If you have already transferred the editing right, you can view the Monitoring Plans you have created in read-only mode.

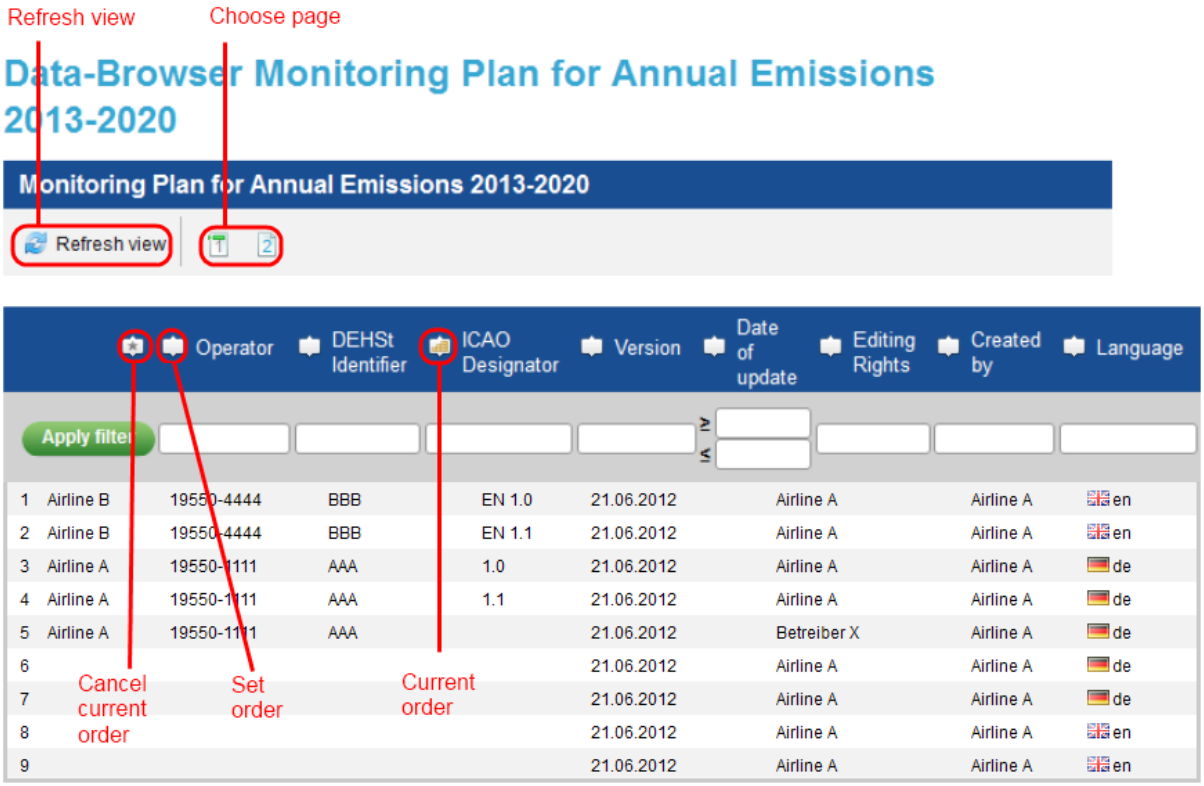

Refresh view
Choose page
Data-Browser Monitoring Plan for Annual Emissions 2013-2020
Monitoring Plan for Annual Emissions 2013-2020
Refresh view
Operator
DEHSt Identifier
ICAO Designator
Version
Date of update
Editing Rights
Created by
Language
Apply filter
1 Airline B 19550-4444 BBB EN 1.0 21.06.2012 Airline A Airline A en
2 Airline B 19550-4444 BBB EN 1.1 21.06.2012 Airline A Airline A en
3 Airline A 19550-1111 AAA 1.0 21.06.2012 Airline A Airline A de
4 Airline A 19550-1111 AAA 1.1 21.06.2012 Airline A Airline A de
5 Airline A 19550-1111 AAA 21.06.2012 Betreiber X Airline A de
6 21.06.2012 Airline A Airline A de
7 21.06.2012 Airline A Airline A de
8 21.06.2012 Airline A Airline A en
9 21.06.2012 Airline A Airline A en
Cancel current order
Set order
Current order

Figure 7: Data Browser

You can sort the Monitoring Plans in the data browser using the icon in the desired column. Clicking on this icon again reverses the sorting order. The icon restores the original order of the data browser.

The data browser may contain several pages. 15 datasets are displayed on each page. You can access further pages using the icons , which only appear when multiple pages exist. You can update the current view by clicking on the icon above the table.

Note:

You can limit the results list by entering a search term in the appropriate column. Enter “%” before your search term for each search; otherwise the search function only looks for this term at the beginning of each dataset. Now click the icon “Apply filter”.

5.2.3 Using the graphical user interface

After you select a Monitoring Plan in the data browser or create a new one, the Monitoring Plan opens with the various functional areas as shown in Figure 8.

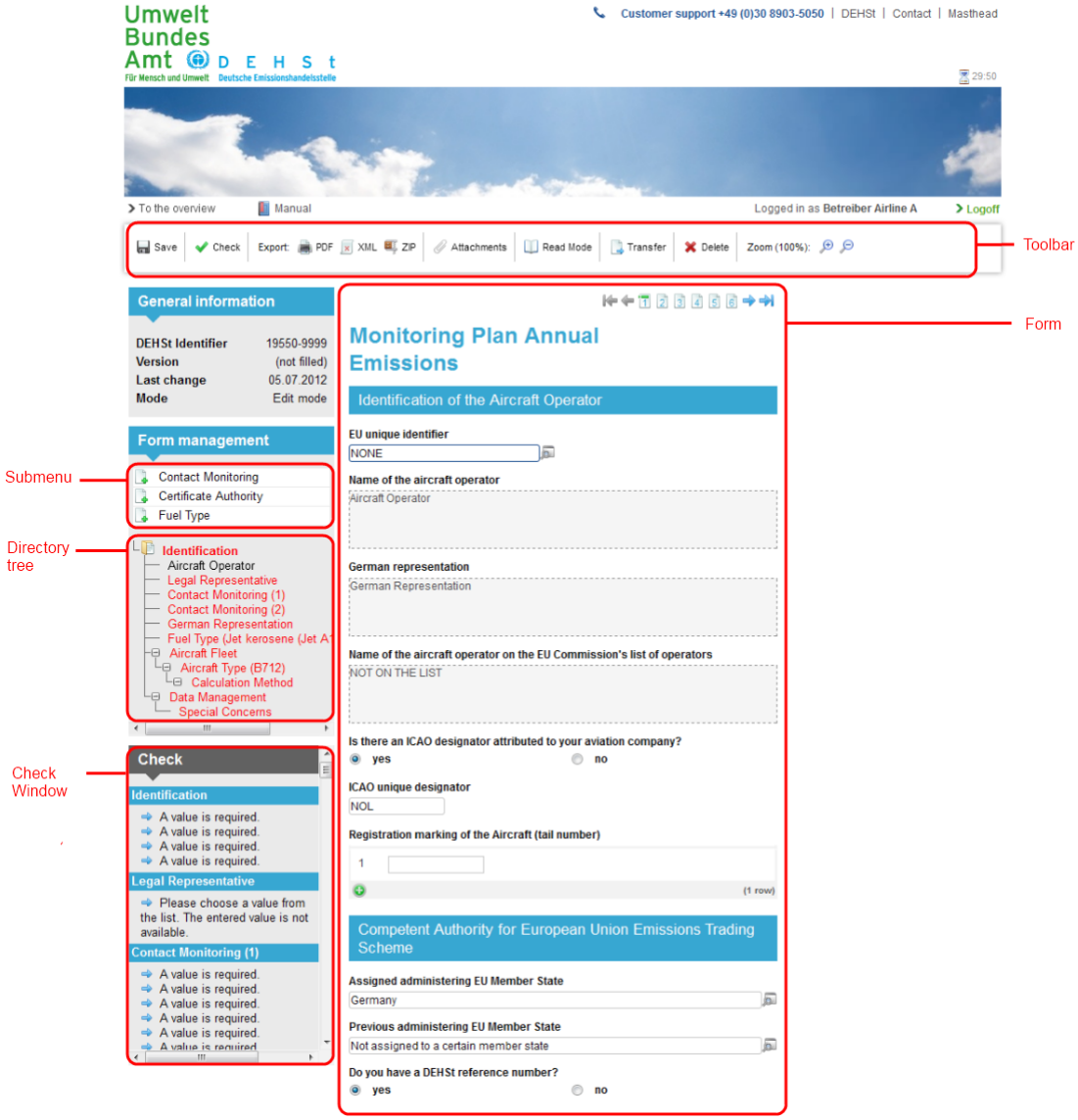


Figure 8: Monitoring Plan

Form

Data entry for the Monitoring Plans is performed by way of prepared forms. Some forms consist of multiple pages, which can be accessed using the page icons above and under the form. Depending on the requirements, you as the operator can create multiple copies of some forms. Sub-forms can only be created within the respective higher-level form. Figure 9 shows the hierarchy of the forms of the Monitoring Plan. The icon indicates for which forms you can create sub-forms. You should only create those forms that you need for the current requirement. Forms that permit file attachments are indicated by the icon .

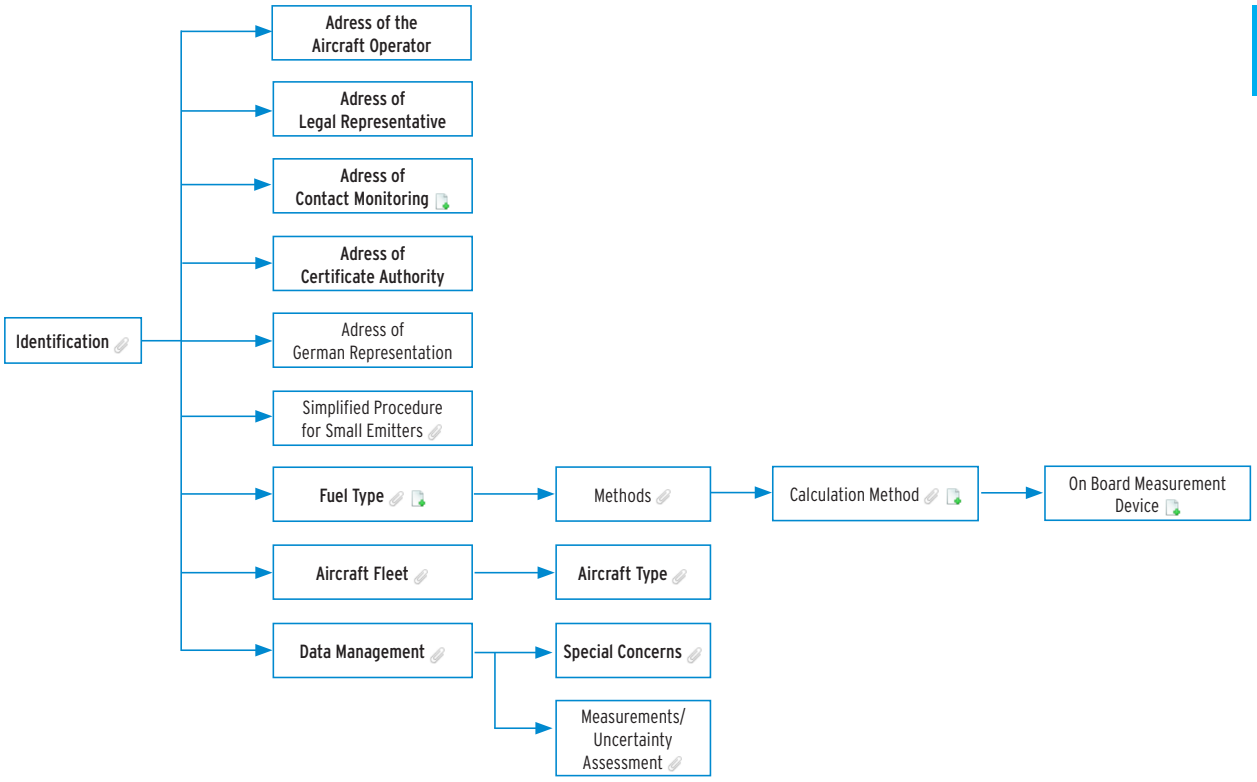


Figure 9: Hierarchy of forms

Directory tree

The directory tree appears in the top left next to the current form. It lists all forms of the current Plan and also enables navigation. Clicking on a form name opens that form. Figure 5-8 shows the directory trees of an example of Monitoring Plan.

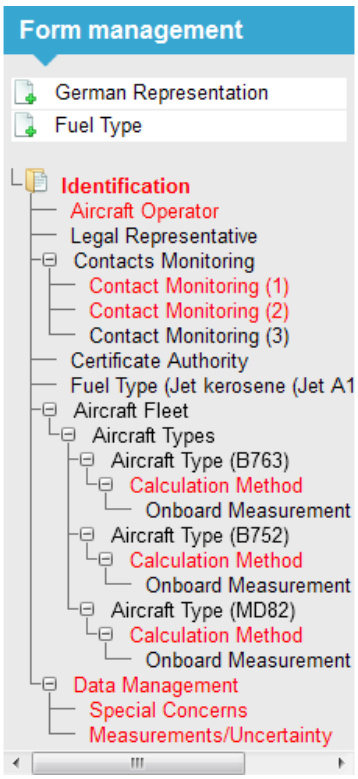


Figure 10: Directory tree

If there are more than 3 forms of the same type, they will be grouped. For example, in Figure 10 the forms of Aircraft Types are grouped. You can open the group by clicking and close it by .The form name of the currently open form is displayed in boldface type. The form names highlighted in red indicate errors or missing data in this form.

Submenu

The submenu enables you to add a new form to your Monitoring Plan. It is located above the directory tree. The content depends on the currently open form and the information you have already entered in the plan. Figure 9 illustrates how forms are hierarchically organized within the Plan. To create an additional sub-form, you must go up one step in the hierarchy to access the corresponding submenu. Figure 11shows the submenu for the opened form “Identification”.

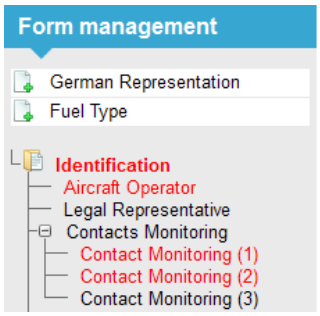


Figure 11: Submenu

The icon indicates that the respective form can be deleted.

Check window

The check window is directly below the directory tree. It shows the information in the individual forms that is missing or incorrect. The currently opened form is the first one in this list. You can click on the blue arrow in front of each entry. This opens the corresponding form with the cursor positioned in the field with the faulty entry.

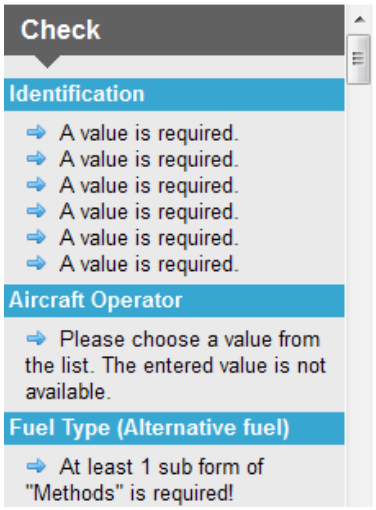

Check
Identification
A value is required.
A value is required.
A value is required.
A value is required.
A value is required.
A value is required.
Aircraft Operator
Please choose a value from the list. The entered value is not available.
Fuel Type (Alternative fuel)
At least 1 sub form of "Methods" is required!

Figure 12: Check window

The check window is updated every time you save manually by clicking Save and at every form change. If messages exist for the currently opened form, this form is displayed right at the top of the check window. With Check you can update and check your entered data across forms.

Toolbar

The toolbar is located above the forms. Its icons and their functions are explained in Table 3: Functions. You will only see the buttons that you can choose according to the edit rights and the modus of the Plan.

Table 2: Functions

Symbol	Funktion/Bemerkung
To the overview	Saves and closes the currently open Monitoring Plan. You are returned to the start page or data browser.
Save	The current Monitoring Plan is saved. The check window is updated.
Check	The Monitoring Plan is saved. The check window is activated and the cover sheet opened.
PDF	Eine PDF-Datei des gesamten Konzepts ohne die anhängenden Dokumente wird erzeugt.
XML	Exports the current Monitoring Plan including the attached documents to your computer in XML format as a local backup.
ZIP	Generates a ZIP file that contains the Monitoring Plan in XML and PDF format as well as the attached documents.
Attachments	Opens the form for attaching, detaching or displaying attachments. A number will show, if there already are some attachments.
Read Mode / Edit Mode	Depending on the chosen mode, you can choose the respectively other mode: If you want to complete or change your plan, please, choose the Edit Mode. In the Read Mode you can only look at the form, export an XML oder print the Plan as a PDF.
Transfer	Opens the page “Transfer of editing rights”. The plan is saved automatically before forwarding the editing rights to another person.
Delete	Deletes the current plan including all forms and data. **Attention:** The data are irrevocably lost and cannot be restored.
Zoom (100%):	Zooms in or out on the form; possible display values are 75 percent, 100 percent and 125 percent. The number to the left indicates the current setting.
	Displays the number of pages in the current form. Clicking a page icon or an arrow takes you to that page of the form.

Duration of a session /Session Timer

If you have logged on in FMS, the duration of a session will last 30 minutes. For this time the connection with the server will be maintained. If there will be no communication with the server (e.g. save, check or changing the form) within these 30 minutes, the connection will end. You will have to logon to FMS again.

If the session has ended automatically, it is possible, that data, which was entered but not saved, can get lost. Please, always click Save before leaving your computer.

In the right upper corner, above the image with clouds, you can find a sand glass. This session timer shows the remaining time of the session. If a communication with the server took place, the timer will start again.

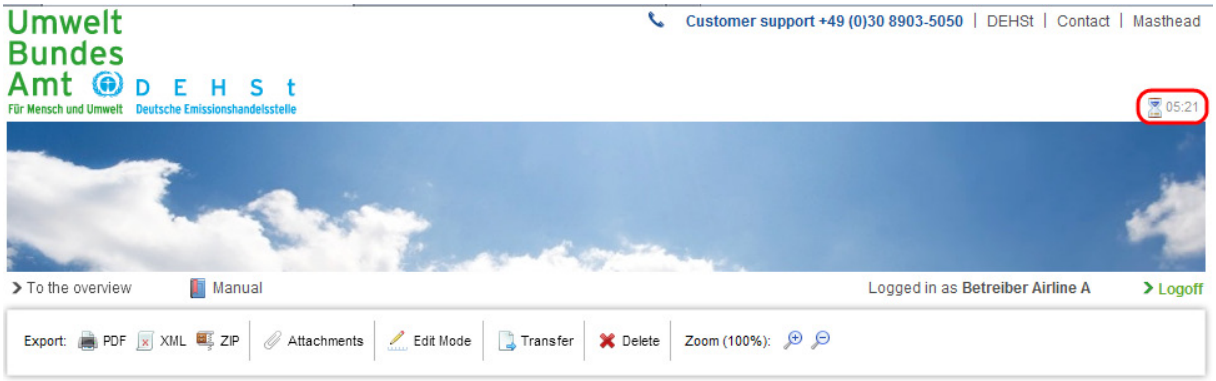


Figure 13: Session Timer

Note:

Please note, that the the session timer's work is based on Java Script. If Java Script is deactivated in your browser, the session timer is not at your disposal.

5.3 PLAUSIBILITY CHECKS

The plausibility checks integrated in the software support you in filling in the Monitoring Plan. In some fields, the data are checked immediately after they are entered. Missing or incorrect entries are indicated in the form and the check window. For example, if you fill text in a date field, so it will turn red. These errors must be corrected before further editing and in particular before saving the plans.

You can also initiate the checks manually across forms and update the messages in the check window by clicking the icon Check in the toolbar. Depending on the previous entries, the software will check if you added all necessary forms.

5.4 USING THE INTERFACE

5.4.1 Attaching and reading additional documents

You can attach additional documents to the Monitoring Plan and view them wherever you see the icon Attachments. The number in square brackets Attachments [3] indicates the number of documents already attached. If you possess the editing right, you can also attach additional documents to the Monitoring Plan.

Clicking Attachments takes you to the page "Attachments" (see Figure 14). Here you can attach further documents to your plan using the icon Search. This opens a dialogue window for browsing your own file system. After selecting a file, attach it by clicking Attach. The new document is added to the list of documents already attached. By clicking the icon Delete offered in the column Actions you can remove attached files individually.

The last page of the form "Identification" contains a list of all file attachments.

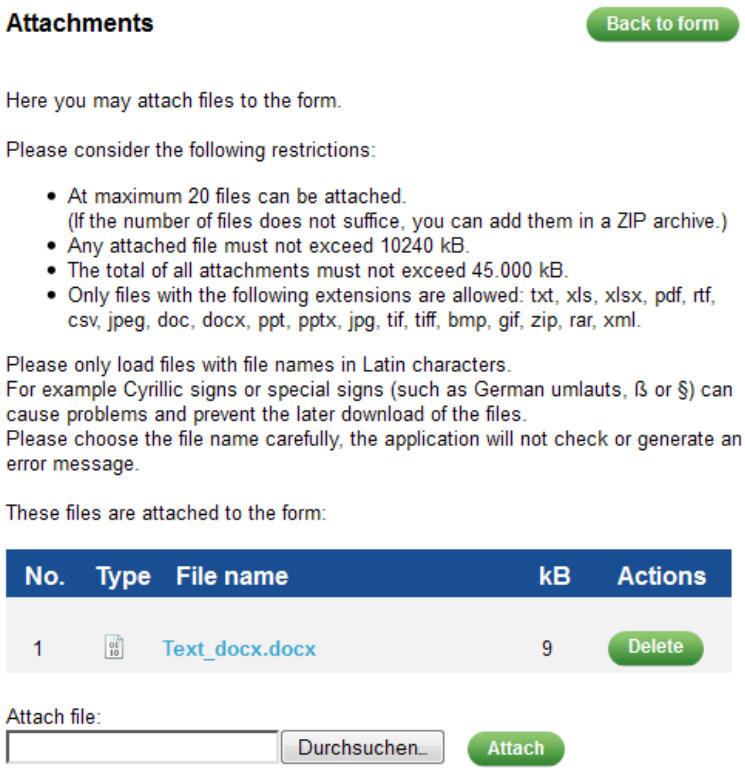

Attachments
Back to form
Here you may attach files to the form.
Please consider the following restrictions:
At maximum 20 files can be attached.
(If the number of files does not suffice, you can add them in a ZIP archive.)
Any attached file must not exceed 10240 kB.
The total of all attachments must not exceed 45.000 kB.
Only files with the following extensions are allowed: txt, xls, xlsx, pdf, rtf, csv, jpeg, doc, docx, ppt, pptx, jpg, tif, tiff, bmp, gif, zip, rar, xml.
Please only load files with file names in Latin characters.
For example Cyrillic signs or special signs (such as German umlauts, ß or §) can cause problems and prevent the later download of the files.
Please choose the file name carefully, the application will not check or generate an error message.
These files are attached to the form:
No.
Type
File name
kB
Actions
1
Text_docx.docx
9
Delete
Attach file:
Durchsuchen...
Attach

Figure 14: Attach files

In selecting your attachments, note that there is an upper limit of 10,240 KB (10 MB) per file. Also, only certain file types are permitted. The form page lists the permissible file types in detail.

Note:

Please use only file appendices with file names in Latin characters. Cyrillic signs or special characters (like German umlauts or §) can cause problems and prevent the later download of the files.

5.4.2 Generating PDF files

The prepared Monitoring Plan can be output as a PDF file. Open the Monitoring Plan and click on the icon PDF in the toolbar. You can locally save and print the PDF file generated in this way. The PDF file contains a list of attachments (file names) to the respective forms.

5.4.3 Export as XML-file

The software lets you save your form data in XML format for backup purposes and later re-use. To export the open Monitoring Plan, click on the icon XML in the toolbar. A dialogue window appears above the form with the title “Download Monitoring Plan as XML file”. Click on **Click here to download** and save the Monitoring Plan.

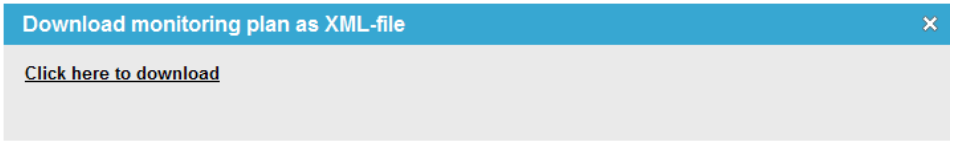


Figure 15: Download as XML

Export files are stored using the syntax “<DEHSt Reference>_ MK_AE_2020_<version_number>”. If the field for the DEHSt reference number contains no entry, the file reference is given as “xxxxx”. If no version number is specified, this is simply omitted. The exported XML file contains all attachments to that Monitoring Plan.

5.4.4 Export as ZIP-file

The software further lets you save your form data as a ZIP archive for sending it to the DEHSt via Virtual Post Office. To export the open Monitoring Plan, click on the icon ZIP in the toolbar. A dialogue window appears above the form with the title “Download Monitoring Plan as ZIP file”. Click on **Click here to download** and save the Monitoring Plan as ZIP.

This archive contains the Monitoring Plan as a PDF and an XML file and possible attached documents. A prefix is added to the file names of documents attached to forms and also stored in the ZIP archive. This prefix indicates which form the file was attached to.

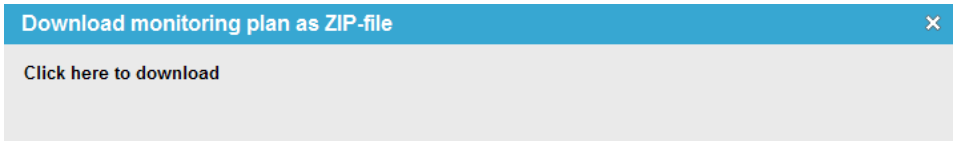


Figure 16: Download ZIP file

5.4.5 Import

You can import Monitoring Plans created using this software version e.g. in XML format for local backup that conform to the schematic definition. Further you can import Monitoring Plans created with the software “Monitoring Plan Annual Emissions (Monitoring Plan Part 1)” for the emissions trading period 2010-2012. In both cases all data will be adopted then. Please check and complete the Monitoring Plan.

On the start page, click the menu option > Import Monitoring Plan. In the page that appears click the icon Search, select the folder and file name of your XML file and import it by clicking the icon Choose file. In a next step, please start the import by clicking Start import. The new created Monitoring Plan will be opened. After opening the plan is in the read mode. To continue your work choose Edit Mode and change the mode to the edit mode.

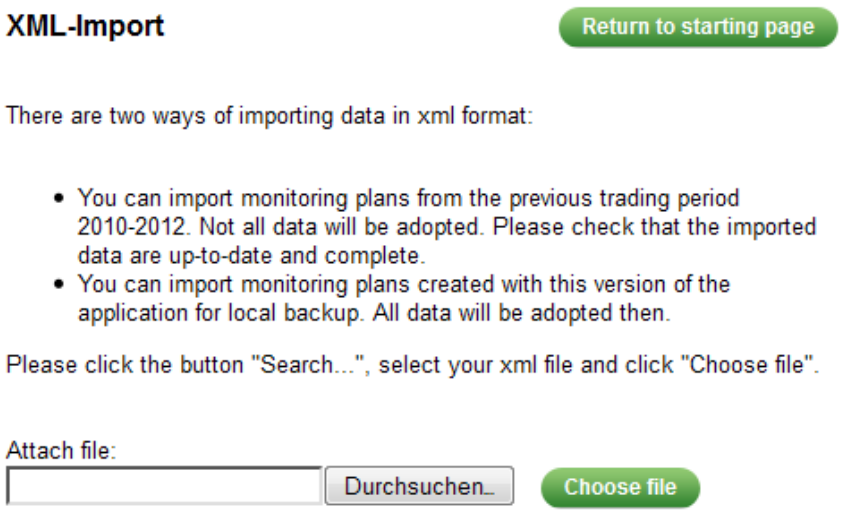

XML-Import
Return to starting page
There are two ways of importing data in xml format:
You can import monitoring plans from the previous trading period 2010-2012. Not all data will be adopted. Please check that the imported data are up-to-date and complete.
You can import monitoring plans created with this version of the application for local backup. All data will be adopted then.
Please click the button "Search...", select your xml file and click "Choose file".
Attach file:
Durchsuchen...
Choose file

Figure 17: Import XML file

When importing a local backup file, all data from the XML file including all attachments are loaded and saved in a new plan. This ensures that existing data are not overwritten.

5.5 TRANSFERRING THE EDITING RIGHT

When you create or import a Monitoring Plan, you possess an exclusive editing right for this Plan, i.e. the data can only be edited using your user ID. By transferring this editing right, you enable another person to write to your file. Thus, you can have another person in your organization work on the Monitoring Plan, for example. The column “Editing right” in the data browser allows you to see who currently holds the exclusive editing right to the plans you prepared.

To transfer the editing right, proceed as follows:

- Click on the icon Transfer in the toolbar.
- This opens the form “Transfer of edit rights”. Enter the alias of the recipient of the Monitoring Plan in this form. Note that entry of the alias is case-sensitive.
- You can fill the alias by using the buttons Initialize with creator or Initialize with sender. Choose between the creator or the sender of the Monitoring Plan.
- By clicking on “Show receiver”, the recipient‘s user data are automatically filled in. Check these data before confirming transfer of the editing right by clicking on “Transfer editing rights“. This enables the recipient to examine your Monitoring Plan.
- If the recipient’s email address is already stored in the system, an email window opens. The main data are written to the email automatically so that the recipient can easily see what the matter relates to. You can use this email to inform the receiver.

Once you have passed on the editing right to a Monitoring Plan you did not create, you no longer see this Plan in your data browser.

Note:

For the creating of the Monitoring Plans there is no participation of an expert body necessary. So user account with the role “verifier” do not have any access to the Monitoring Plan. Please, only transfer the editing right to account with the user role “Operator”.

6 CREATING AND FILLING IN A MONITORING PLAN

6.1 SAVING A VERSION / VERSION MANAGEMENT

FMS Monitoring Plan Annual Emissions 2013-2020 gives the possibility for version management. For this every Plan can have two different modes. In read mode you cannot make any changes. Further on there are only a few functions to your disposal. To continue work on the Monitoring Plan you have to change the mode. Please, choose Edit Mode in the toolbar.

A question will appear: Would you like to create a copy of this monitoring plan in order to save the current version?

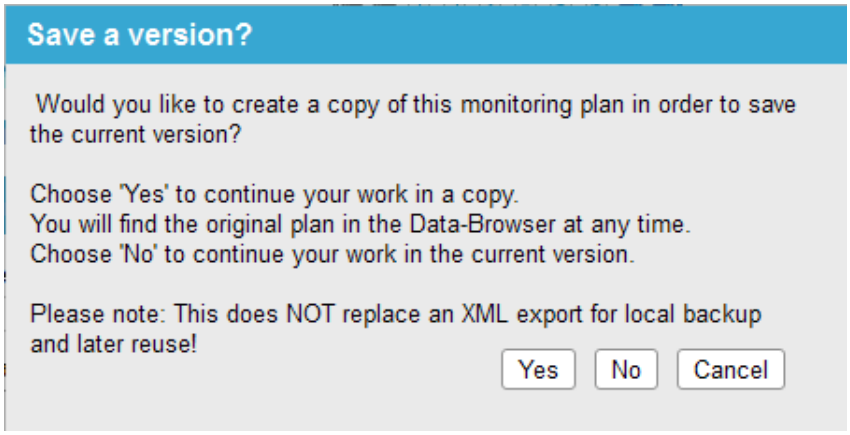

Save a version?
Would you like to create a copy of this monitoring plan in order to save the current version?
Choose 'Yes' to continue your work in a copy.
You will find the original plan in the Data-Browser at any time.
Choose 'No' to continue your work in the current version.
Please note: This does NOT replace an XML export for local backup and later reuse!
Yes
No
Cancel

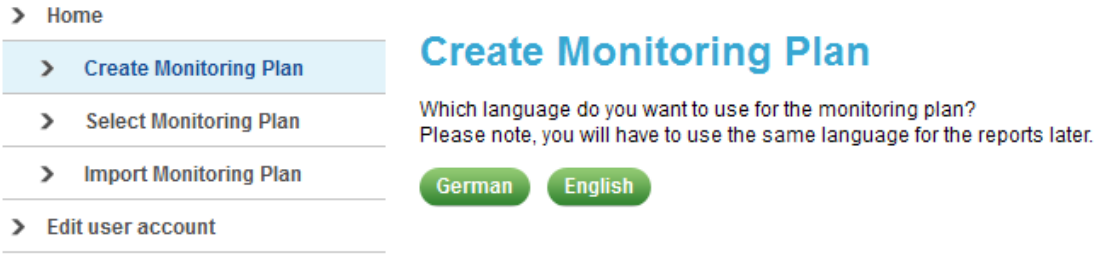
Figure 18: Save a version?

If you choose „yes“, the open Monitoring Plan will be saved. A copy will be created and opened. Now the Monitoring Plan is in edit mode. All functions are to your disposal. The date of last change will be changed to today’s date. Please, enter a new version number on page 1 of the form “Identification”. Now you can continue your work in this copy. You will find the original dataset in the Data Browser at any time.

Choose „No“, if you want to continue work in the current Monitoring Plan. You will get all functions and editing rights at your disposal. You continue your work in the original dataset.

6.2 CREATE A MONITORING PLAN

You can create numerous new monitoring plans with the menu item > Create Monitoring Plan. Please choose the language in which you want to work on the Monitoring Plan. You can choose between German and English. Please note, you will have to use the same language later when working on the Reports.


Home
Create Monitoring Plan
Select Monitoring Plan
Import Monitoring Plan
Edit user account
Create Monitoring Plan
Which language do you want to use for the monitoring plan?
Please note, you will have to use the same language for the reports later.
German
English

When creating a new monitoring plan the form “Identification” opens and its first page is displayed. After opening a new created monitoring plan, you can start with data entry immediately. The plan is in the edit mode. All functions are at the disposal. A Monitoring Plan consists of several prepared forms with several pages that will be created automatically. Depending on your individual needs you can add some further forms. As an alternative to the creation of a new data set, you can import a locally stored XML data set as described in chapter 5.4.5. Monitoring plans created by an import will be opened in read mode. If you want to start your work, choose Edit Mode in the toolbar and change the mode.

6.3 FILLING IN A MONITORING PLAN

After opening a Monitoring Plan by > Select Monitoring Plan, the plan will be in read mode. To start your work, choose Edit Mode in the toolbar and change the mode. On the form “Identification” you first enter some information about the plan, for example the date or version number. The plausibility checks and tooltips of each field will help you with the work.

When creating a Monitoring Plan the following forms will be created automatically:

- Identification
  - Aircraft Operator
  - Legal Representative
  - Contact Monitoring
  - Fuel Type
  - Aircraft Fleet
    - Aircraft Type
  - Data Management
    - Special Concerns

6.3.1 Filling in data

When filling in, please note the following hints:

- Non-editable fields are greyed out. These fields are automatically filled in by the software. They are either linked with fields in other forms and the corresponding data are inserted or they are filled in with calculated values.
- Editable fields can be filled out by directly entering data or using look-ups.
- Tooltips for the fields appear when the mouse pointer is moved over the corresponding field.

- The question whether an editable field is a so-called mandatory field is answered by the tooltip. The stored texts provide further instructions and information on filling in the respective data fields. This enables you e.g. to rapidly identify and correct errors.

Add further forms

Depending on your individual needs, you can add forms. To create an additional sub-form, you must go up one step in the hierarchy to access the corresponding submenu.

For a new form „Aircraft Type“ please go up one step in the hierarchy to the form “Aircraft Fleet”. Now choose the button Aircraft Type to create this form.

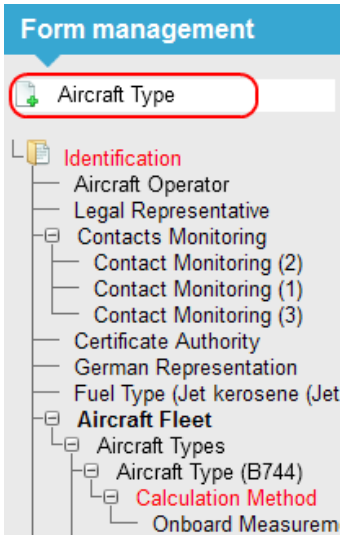


Figure 19: Create the form Aircraft Type

At every change of form data will be saved automatically. Nevertheless it is recommended to save the newly entered data regularly by clicking Save. You also should save manually before leaving the Monitoring Plan.

Note:

Please note, the most forms do have more than one page. You find navigation symbols 1 2 3 at the beginning and end of the pages.

Look-Up-Fields / Selection List

Some forms also offer look-up fields. These are indicated by the icon on the right-hand side. Click the icon .

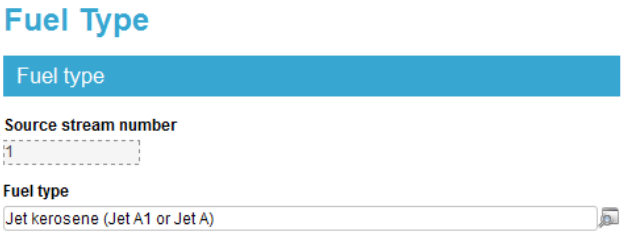


Figure 20: Look-Up Field for Fuel Type

The selection list opens in a separate field. You can enter a search term in the top line of the new window. Click the icon Search to restrict the selection in the list beneath it. When you select the desired value, the look-up field automatically closes and the value is inserted in the appropriate field.

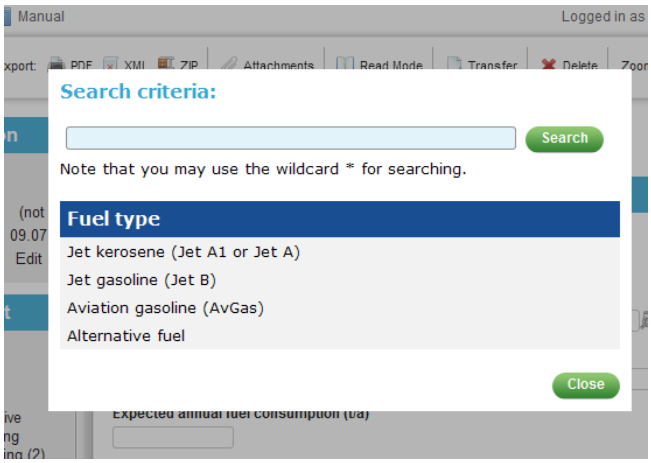


Figure 21: Selection List

Note:

You can limit the length of the results lists in the look-ups by entering a search term. To search across the entire look-up list, enter * before your search term; otherwise the search function only looks for this term at the beginning of each dataset.

Segments

Some forms offer the button below fields. Click this button if you need to enter further data to this so called segment of the form. In Figure 22 you see an example of a segment on form "Identification". You can add one more row by clicking . You can delete a row by clicking the symbol at the end of the row.

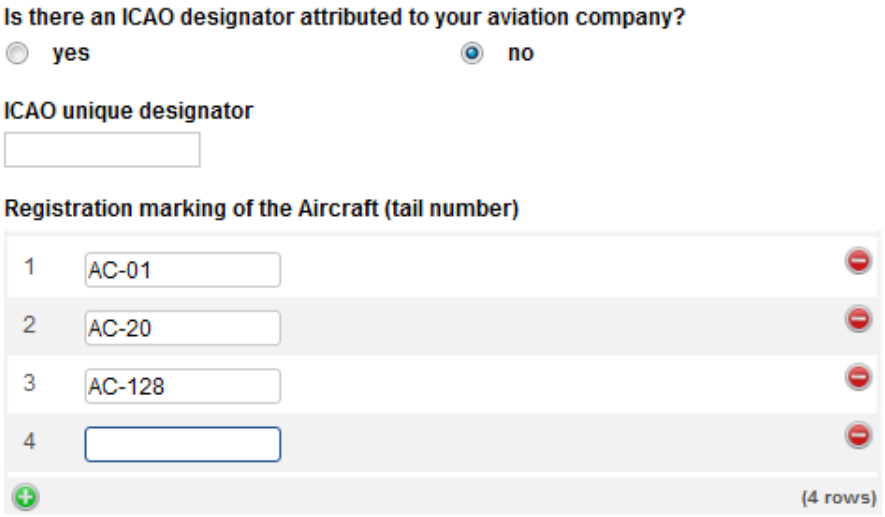


Figure 22: Segment on Form „Identification"

7 SUBMISSIONS TO DEHST

The final working steps for you as the operator consists in sending the materials to the German Emissions Trading Authority (DEHSt) at the Federal Environment Agency (Umweltbundesamt) via Virtual Post Office. Please, export the Monitoring Plan as ZIP-File. You find the necessary steps in chapter 5.4.4. Send the ZIP-file via Virtual Post Office to the DEHSt.

You find more information on the internet pages of DEHSt about the topic:
Electronic Communication at the DEHSt.

8 TROUBLESHOOTING

This chapter briefly describes possible problems that can occur when using the software, and how to solve them.

8.1 GENERAL HELP

8.1.1 Launching the software

Software cannot be started.	▪ Check whether a continuous Internet connection exists. ▪ Check whether your browser and its settings are appropriate for the software (see 2.2).

8.1.2 Registration and logon

It is not possible to create a user account.	▪ The user ID already exists. In this case, the field “User-ID” is highlighted in red. Select a new user ID. ▪ The second password was entered incorrectly. Enter it again. ▪ The alias already exists. In this case, the field “Alias” is highlighted in red. Choose a new alias. ▪ You have to accept the Conditions of use.
It is not possible to delete a user account.	▪ Make sure that there are no datasets in your data browser. This is an essential prerequisite for deleting your user account. Please note that your user account is valid for multiple applications, and there can be no datasets in any of the applications.
Logon to the software failed.	▪ Check your user ID and password. ▪ If the logon page is inactive for longer than 2 minutes, you need to refresh the page using the “Refresh” icon on your browser and repeat the logon procedure. ▪ After three failed attempts, logon is blocked; wait for 15 minutes. After this time the account will be activated again. If you still have problems, contact DEHSt Customer Service to reactivate it.

8.1.3 Data-Browser

The data browser does not display all Monitoring Plans.	▪ Check whether the data browser comprises multiple pages. Each page shows 15 Monitoring Plans. The data browser does not show datasets that you did not create or import and for which you do not possess the editing right. ▪ Refresh the data browser by clicking the icon .

8.1.4 Display of tooltips

“Tooltips“ are not displayed.	▪ Make sure JavaScript is activated on your computer (see section 2.2.5).

8.1.5 Filling in relevant fields

Some fields cannot be filled in.	▪ Please check the mode of the Monitoring Plan. In the read mode no entries can be made. Please, change into the edit mode. ▪ Dark edged fields can usually be filled in directly. ▪ Light-grey fields are generally filled in automatically. ▪ If it is still not possible to enter data, check in your data browser whether you possess the editing right for the Monitoring Plan.
The look-up list shows only a single entry.	▪ The search is filtered; only those entries are shown that contain the characters in the search field. Cancel the search filter by deleting the entry in the search field and pressing Return.
A selection list shows no content..	▪ Some selection lists depend on the data entered before. For example: On the form “Aircraft Type“ you can only select the fuel type, for which you filled in a form Fuel Type.

8.1.6 Deleting a Monitoring Plan

A Monitoring Plan was deleted unintentionally.	▪ The system cannot restore a deleted Monitoring Plan. If you previously saved the plan as an XML file, you can re-import this file.

8.1.7 Converting to a PDF file

The PDF file is not displayed..	▪ Check whether your browser‘s pop-up blocker is deactivated. Otherwise the PDF file cannot be opened. ▪ Check whether Acrobat Reader is installed on your computer. ▪ Check whether more than one version of Acrobat Reader is installed on your computer. Only one version should be installed.
The PDF file does not open automatically, but can be saved.	▪ Check out the setting “Do not save encrypted files to hard drive” in your Internet browser. Uncheck the box. It is recommended that you recheck the box after closing the FMS software..
The PDF file contains two copies of form pages.	▪ The use of manual line breaks in text fields can cause the PDF file to insert page breaks in the text of a field. ▪ Remedy: Delete these line breaks in the form and regenerate the PDF file. ▪ The duplication of form pages is purely a display artefact and has no effect on the processing of the data.

8.1.8 Transfering the edit right

The editing right cannot be transferred.	▪ Check whether the recipient’s alias is correct. ▪ Check whether you currently possess the editing right. You can only transfer it if you have it. ▪ Check whether the recipients user role is „verifier“. This user role does not have access to the Monitoring Plans.
Another user holds the editing right and you would like it back..	▪ Inform that user that you would like this right back. Inform them of your alias. The user can then return the editing right.

8.1.9 Save a Monitoring Plan

You receive the error message: “Could not execute the function due to an internal error. Please check whether all required information has been entered and is correct.”	▪ At least one entry field contains more than the maximum number of characters. ▪ Check red-marked fields for the permissible number of characters. ▪ Manual line breaks reduce the number of permissible characters. Each manual line break accounts for two characters. ▪ An entered value does not conform with the value range of the pick list.
You receive the error message: “The data you entered could not be saved because the defined data format or value range was not observed for at least one numeric field. Please return to the form and correct all numeric fields highlighted in red. You can then save your form.”	▪ Check red-marked fields for the permissible number of characters. Typically, numeric values in numeric fields are too large.

8.2 ASSISTANCE FOR POSSIBLE OPERATOR PROBLEMS

8.2.1 Importing data

The import of an XML file failed.	▪ Check whether this is really an XML file. Only XML files can be imported. ▪ Check the file path and the file name.
The checksum returns a faulty result.	▪ A checksum error on importing indicates that the XML file was altered after exporting from the FMS. In this case an information message appears; the import is executed completely. Notify the sender of the file of the subsequent change(s).

The XML file you selected does not comply with the interface definition.	▪ The software supports only the import of XML files whose format complies with the specifications defined for the Monitoring Plan. You may have tried to import a file that does not fulfill the valid structures. Review your selection!

8.2.2 Forms

It is not possible to create a form.	▪ Please, check whether the plan is in edit mode. In read mode you cannot add data and forms. ▪ Some of the forms are only necessary under certain conditions. These forms can only be added, when previous entered data correspond the condition. The forms “Simplified Procedure” and “Methods” are examples. ▪ A form can only be created, when the higher-level form is open. Above the directory tree you find the submenu and the button to create forms. For example: Open the form “Aircraft Fleet” to create the form “Aircraft Type”.
It is not possible to delete a form.	▪ Please, check whether the plan is in edit mode. In read mode you cannot delete forms. ▪ Check whether the form is open. If the menu option “Delete” appears in the submenu of the directory tree, the form can be deleted. ▪ You can only delete forms you added by yourself. All automatically created forms cannot be deleted.

8.2.3 Checking Monitoring Plan

The check window isn‘t displayed.	▪ Please check whether the Monitoring Plan is in edit mode. Click Check. If the Check window does not appear, so the Monitoring Plan does not contain any mistakes.
Items still appear in the check window.	▪ Check whether all mandatory fields have been filled in and that the values entered do not contain any errors. Also note that some forms comprise multiple pages, for which data must also be entered. ▪ Please click the blue arrows before the mistake in the check window. The form concerned will be opened. The cursor will show you the field concerned.

8.2.4 Calculating

The emissions calculated in the software deviate from your own calculations.	▪ The software rounds the entered data off to a defined number of decimal places. The result is rounded off to three decimal places. This can result in deviations in the result. ▪ Recheck the calculation with the values that may have been rounded off by the software. If the result still deviates, contact DEHSt.

8.2.5 Attaching documents

It is not possible to attach a document.	▪ Please check whether the Monitoring Plan is in edit mode. In read mode it is not possible to attach documents. ▪ Please note, there are only some forms that allow attachments. You can finf them in Figure 9. ▪ Check whether the file you wish to attach is in one of the permissible file formats. ▪ Check whether the permissible file size is not exceeded. ▪ Check that the permissible number of documents is not exceeded.
The attached document appears with an extended file name.	▪ If two documents with the same file name are attached, the software automatically assigns a consecutive number that is appended as an extension of the file name.
You cannot open an attached file.	▪ If the file name contains special characters or umlauts, the document cannot be opened. Ask the operator or verifier to re-attach the document with a modified file name.

9 GLOSSARY

Account	See ▶ user account
Alias	The alias is a name defined by you that is used in only one function of the application. The spelling is case-sensitive. You disclose your alias as the aircraft operator or verifier to the respective other role partner in order to enable transfer of the ▶ editing right to a ▶ Monitoring Plan. The alias is shown in the ▶ data browser in the columns “Editing Rights” and “Created by”.
Look-Up List / Selection List	List from which a data entry can be selected; the software contains catalogues e. g. for the ▶ ICAO Code, the ▶ aircraft fleet and so forth.
Authentication	Logon with ▶ user ID and password
Editing right, exclusive	Possession of this right is the prerequisite for editing a ▶ Monitoring Plan. The editing right to a Monitoring Plan can be held by only one user (exclusive editing right). The current holder of the editing right is displayed in the ▶ data browser.
User ID	User name, here: freely definable part of the ▶ user account, e.g. your name, consisting of at least six and no more than 20 characters
User role	There are different user groups for the software, depending on the distribution of responsibilities in the preparation of a ▶ Monitoring Plan. Possible roles are “operator” and “verifier”, i. e. the role chosen by each user on ▶ registration. The executable functions differ depending on the chosen user role.
User account	Access authorization, e.g. for a computer or programme, consisting of a ▶ user ID and password.
Data-Browser	Here: table view of all Monitoring Plans of a user, containing information about the ▶ Monitoring Plans (operator, DEHSt file reference, ICAO designation, version, holder of editing right, author, language).
Dataset	Data of a ▶ Monitoring Plan recorded using the software.
DEHSt	DGerman Emissions Trading Authority (DEHSt) at the Federal Environment Agency (Deutsche Emissionshandelsstelle (DEHSt) im Umweltbundesamt)
Author	The user who first creates or imports a ▶ data set.
Export, XML-	The ▶ Monitoring Plan can be exported as an ▶ XML file at any time to enable local backup.
FMS	Forms-Management-System
Form	Data entry screen; data are entered in the ▶ Monitoring Plan in different forms.
ICAO	International Civil Aviation Organization (German designation: Internationale Zivile Luftverkehrsorganisation)
ICAO-Code	Provides unambiguous identification of aerodromes and helicopter arrival sites as well as aircraft types and operators; issued by the ▶ International Civil Aviation Organization.
Import, XML-	Backups created through ▶ exporting can be read in again in ▶ XML format. Unlike a ▶ partial import, this function creates a completely new Monitoring Plan with all information.
Internet-Browser	Programme that displays Web pages (HTML code)
Link	Short for hyperlink. Points (refers) to a page on a different website or another location within the same website.
Look-up	Additional browser window that opens to enable easy selection of field entries.
Aircraft Fleet	Comprises the complete fleet of an aircraft operator
Monitoring Plan	Describes the procedure for monitoring and reporting of annual CO2 emissions respectively the tonne-kilometre data of an ▶ aircraft fleet. The monitoring plan forms the basis for creating an ▶ emission or ▶ tonne-kilometre report.
Password	A password must be at least eight characters long and contain at least one special character and one numeral. Password entry is case-sensitive.
PDF	Portable Document Format

Pop-up-Blocker	Programme that suppresses the unwanted opening of additional browser windows, in this case ▶ look-ups
Registration	Entry of personal data to create a ▶ user account
Rolle	▶ User role
Syntax	Structure of the file name when generating ▶ PDF and ▶ XML files.
Tooltip	A tiny window in the graphical user interface that contains additional information or instructions (in this case on the entry fields).
Fuel	A distinction is made between standard fuels, alternative fuels and ▶ biomass. A fuel can also exist in the form of a mixture of various standard fuels.
VPS	German abbreviation for “Virtual Post Office”; The Virtual Post Office is used for the encrypted and signed transmission of emails between ▶ operators and ▶ verifiers and the Authority
Wildcard	Place holder for other characters; for example the asterix *, percent sign %, question mark ?, which are used in searches.
XML	Extensible Markup Language; a metalanguage for creating structured documents; XML is characterized by the separate representation of content and formatting.
XML file	A file in ▶ XML format; The software uses XML format for exchanging data with other systems.
XML interface	Communication channel for data exchange between different programmes in ▶ XML format; it is defined in the form of an interface description.
ZIP file	An archive file that contains one or more files compressed using a compression programme. The resulting file has the ending “zip”.

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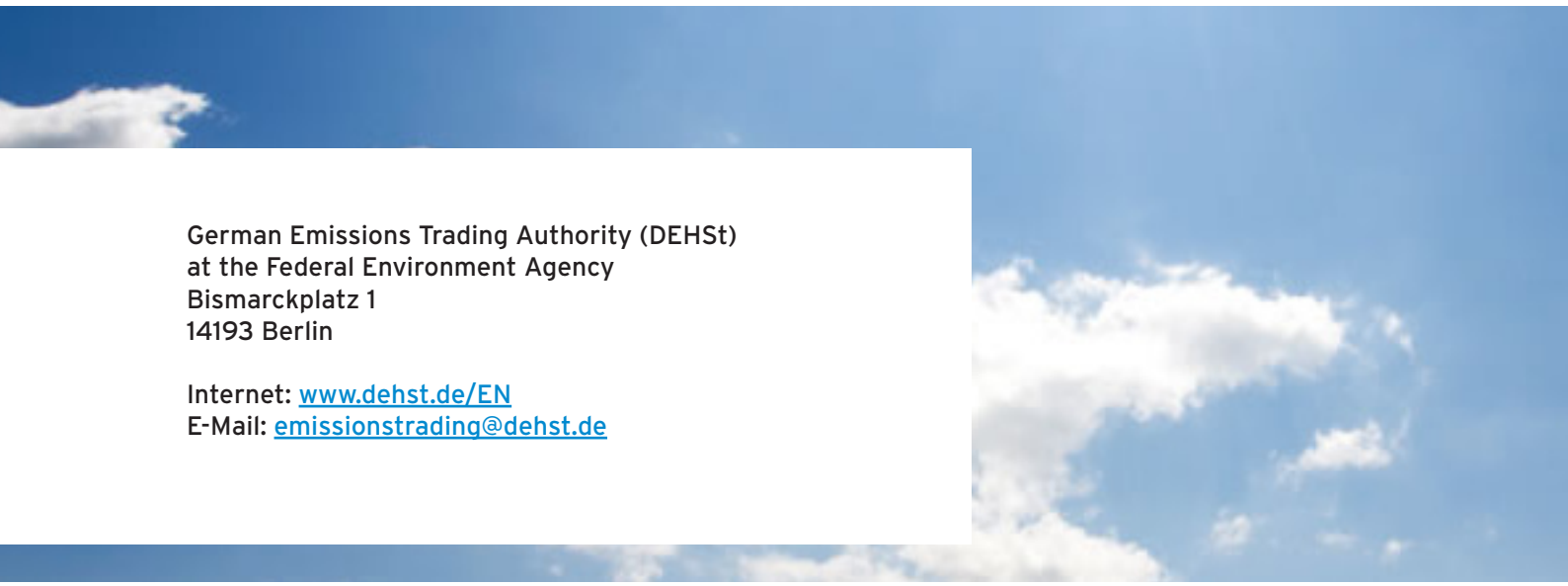

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